



# City of Tempe

## HOUSING SERVICES MANAGEMENT ACCOUNTANT

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	466	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Human Services	<i>Salary / Hourly Minimum:</i>	\$71,931
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$96,623
<i>Employee Group:</i>	UAEA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Accountant
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	No		

### REPORTING RELATIONSHIPS

Receives general supervision from the Housing Services Manager. May exercise technical supervision over lower level staff. Regularly consults with Financial Services Accounting staff on accounting procedures.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of accounting and government experience receiving and administering federal grants. Two (2) or more years of program management experience (CDBG, Section 8, etc.) including monitoring sub recipients and/or administering contracts is preferred.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration or degree related to the core functions of this position.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex, professional level accounting duties involving the accounting, recording, reporting and auditing of financial transactions involved in the City's Assisted Housing programs; to review accounting records for accuracy; and to prepare financial reports, statements and special financial analyses.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Prepare, administer and monitor the Housing Services Division's operating budgets, including budget controls.
- Examines all financial transactions to ensure accuracy; corrects financial records as necessary.
- Performs regular reconciliation and verification of Housing entitlements including CDBG, HOME, Section 8, FSS and HOPE fund balances.
- Maintain and reconcile a variety of ledgers and accounts; examine accounting transactions to ensure accuracy; correct financial records as necessary.
- Monitor contract compliance with federal grant requirements; ensures compliance with Single Audit requirements of federally-funded programs and monies.
- Prepares annual financial statements, budgets and requisitions for all entitlement programs.
- Conducts periodic reviews and audits of various accounts and records related to Federal compliance standards for internal and City-funded non-profit agencies.
- Create and maintain accounting systems as required complying with various governmental agency guidelines, policies and procedures; preparing reports required by Federal agencies and auditors.
- Prepare and review computer input data (using both City and Federal computer systems) for monthly financial reports; assist in the preparation of annual financial statements, budgets and requisitions for the City, U.S. Department of Housing and Urban Development, and other agencies as required.
- Analyze information, reconcile accounts, and prepare projections, income and expenditure reports on CDBG, HOME program, and Section 8 Housing Assistance Program funds for the City and other government agencies.
- Prepares and recommends budget proposals and changes; budget estimates and allocation changes.
- Performs single audits of federally funded programs and monies for internal and external entities; audits division files and processes to determine legal and financial compliance and operational effectiveness.
- Prepare and submit monthly analyses of expenditures and revenues.
- Perform related duties as assigned.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;

- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective April 2009*

*Revised November 2010 (Removed optional driver's license statement)*

*Revised October 2014 (Supervision Received & Exercised; Essential Functions, Minimum Qualifications)*